**Role Description**

**Job Title: Easy Read Worker**

**Salary: £18,000 per annum (pro rata £5142.86)**

**Hours: 10 Hours per week fixed term contract April 2019 to March 2020**

**Location: Flexible / Working from Home**

**Reporting to: Operations Manager**

**About Disability Equality Scotland**

Disability Equality Scotland is a membership organisation for disabled people and disability groups/organisations. It’s our mission to make Scotland fully accessible.

We promote access in its widest sense, including access to our built and natural environment and access to the same and equal opportunities as enjoyed by others in our communities, promoting a life of dignity, respect, choice and independence. This extends beyond physical access to include access to information, access to inclusive communication and inclusion in decision-making, whether with planners over inclusive design or transport providers about accessible and safe travel.

**Easy Read Service**

We provide a professional and efficient Easy Read service to all sectors as part of our commitment towards improving access to information for all.

**Easy Read – what is it?**

Easy Read is an accessible format that makes written information easier to understand. The Easy Read format is easy to understand and uses simple, jargon free language, shorter sentences and supporting images.

**Why produce Easy Read documents?**

Easy Read documents make information more accessible to people with learning disabilities. They can also be useful for people with other communication difficulties including:

* acquired brain injury
* dyslexia
* people with hearing impairment whose first language is British Sign Language (BSL)
* people who do not speak English as their first language
* people who find reading difficult
* people with cognitive impairments such as dementia.

**Job purpose**

To convert information into Easy Read. You will be required to work with varied stakeholders, both internally and externally, to support the development of our easy read service.

**Key tasks and responsibilities**

* Provide quotes to customers for Easy Read translation on request
* Convert Easy Read documents requests within agreed timescales
* Record all requests and monitor payments
* Ensure relevant external organisation communications is converted into Easy Read as an exemplar
* Promote and communicate our Easy Read Service using all available mediums (Social Media, websites, posters, leaflets, magazine and newsletters)
* Represent the organisation internally and externally to promote our mission and maintain good working relationships with stakeholders.

**Other:**

* Be familiar with and, at all times, adhere to the organisations policies and procedures as compiled in the employee handbook.
* All employees are also expected to promote and comply with the organisations policies on equality and diversity with specific reference to disability both in the delivery of services and treatment of others.
* Any other duty as may be assigned that is consistent with the nature of the job and its level of responsibility. Any changes will be made in consultation with the post holder.

**Person Specification**

**Essential:**

* Competent IT skills – Microsoft Office, Outlook, Excel and Internet software
* Excellent administration and organisation skills
* Ability to work effectively on your own as well as in a team, and to balance competing priorities
* Ability to communicate effectively with a wide-range of stakeholders
* Evidence of commitment to Continuing Personal and Professional Development
* A leader on equality of opportunity who values diversity and removes barriers to equality
* Experience and understanding of Easy Read
* Knowledge and understanding of inclusive communication and delivering information in inclusive formats.
* Flexibility and an adaptable approach to work

**Desirable:**

* Degree or relevant Administration Qualification
* Experience of equality initiatives: have an interest in / or understanding of disability
* Excellent attention to detail. This role will require a high level of detail, finding the right information.

**Equal opportunities**

We are committed to being disability-smart and an employer of choice irrespective of race (which includes colour, nationality and ethnic or national origins), sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. The ethical and business case of ensuring that our workforce is representative of wider society is at the heart of what we do. When we are recruiting, disabled candidates who meet all of the essential criteria will be guaranteed an interview.